



PURCHASING AND  
MATERIALS MANAGEMENT

**City of Myrtle Beach**  
SOUTH CAROLINA

(843) 918-2170  
FAX: (843) 918-2182

**ADDENDUM 001**

**22-R0009**

**Professional Services Sanitary Sewer  
Manhole Assessment and Evaluation**

**September 10, 2021**

Questions have been raised about pricing and scoring. The last page of the document was left out which contains this information. Please find a new specification attached.

Thank you,

*Ruth Burleson Garigen*  
Ruth Burleson Garigen



## City of Myrtle Beach

Public Works Department  
Infrastructure Division

### REQUEST FOR PROPOSAL FOR:

#### **Sanitary Sewer Manhole Assessment and Evaluation**

The City of Myrtle Beach is to obtain services to provide the inspection and evaluation of sanitary sewer infrastructure. The City has the intention to select and contract with one firm for the services herein. The selected firm is to provide services encompassed in Sanitary Sewer Engineering services.

This solicitation is an attempt to provide general guidance to proposing Firms in understanding the assistance being solicited by the City of Myrtle Beach by issuing this RFP. The selected firm shall have staff qualified to conduct all necessary field and engineering work and written documents.

#### **Request for Qualifications Purpose**

The initial purpose of this Request for Proposal (RFP) is to solicit proposals in compliance with Brooks Act 1972 requirements from qualified and experienced consultants to perform engineering services. Proposers must provide sufficient information for the City of Myrtle Beach to evaluate their response in accordance with the process and criteria established in this RFP.

#### **Scope of Work**

The following is an attempt to provide general guidance to proposing Firms in understanding the assistance being solicited by the City of Myrtle Beach by issuing this RFP. The selected firm shall have staff, equipment, and materials to conduct all necessary field assessment and engineering work and written documents.

1. **Manhole Video Inspections:** Level 2 manholes shall be performed by fully conforming to National Association of Sewer Service Companies (NASSCO) Manhole Assessment and Certification Program (MACP) standards. Inspections shall be performed using a 360-degree video camera system designed for such use. Field operators shall be NASSCO certified and have at minimum previously completed 1000 inspections.
2. **Submittals:**
  - a. Documentation of operator NASSCO Certification.
  - b. Before project commences, an example deliverable shall be provided in Microsoft Access format, in NASSCO version 7.0.2. An example pdf report shall be provided.
  - c. Viewing software shall be provided to view the example manhole inspection.
  - d. An example rehabilitation report and example Condition Assessment Report shall be provided.
3. **Execution – Manhole Inspection:**
  - a. All sanitary sewer manholes in the Project Area will be inspected to identify locations of Inflow and infiltration and determine the condition of the structure. The Contractor shall conduct a Level 2

internal surface inspection. Inspections shall be done by completing MACP inspection forms as outlined in Part 4, of this specification.

- b. Blockages, backups, sanitary sewer overflows, or any emergency type observation in the system shall be reported to the City of Myrtle Beach Infrastructure Projects Manager or his representative immediately. Emergencies could include but are not limited to: manhole structural failure, sinkholes, blocked sewer line, surcharged sewer when surrounding manholes show low flow levels, sewer overflows, evidence of past overflow, etc.
- c. A responsible representative of the Contractor shall be present on the site of the work, or other location approved by the Infrastructure Projects Manager, to provide supervision of the work. The Contractor's representative shall keep the Infrastructure Projects Manager aware of the location, progress, planned execution of the work, and problems encountered. If required by the Infrastructure Projects Manager, the Contractor's representative shall also notify the Infrastructure Projects Manager when a change in work location is underway.
- d. Should the Contractor encounter a buried manhole during the course of inspection that cannot be readily accessed, the Contractor shall notify the Infrastructure Projects Manager.

#### 4. Data Collection

- a. Data shall be collected as required per NASSCO MACP Level 2, version 7.
- b. The City of Myrtle Beach will provide maps at the beginning of the project. These maps may or may not be accurate. Any manholes found to be in a location other than what is shown on the map shall be given new GPS coordinates and GIS should be updated in order to help correct mapping inaccuracies. In addition, pipe connectivity shall be checked as manhole inspections are performed in the field. Any connectivity changes shall be corrected and provided in GIS. Survey is not required. Examples include but are not limited to: when a sewer line is shown to be on the wrong side of the street, manholes appearing to be more than 10 ft from mapping location, incorrect pipe connectivity, manhole is located on incorrect side of house.
- c. Required Additional Photos
  - i. Area photo – this photo shall be taken of the area that shows where the manhole is located relative to other features such as buildings, houses, road, mailbox. This photo will be utilized in the future to help locate the manhole, if necessary. This photo should be linked to manhole asset within geodatabase.
- d. If an unmapped manhole is discovered, a new number shall be assigned by the City of Myrtle Beach project manager.
- e. Newly found manholes shall be properly mapped (survey not required) with correct pipe connectivity.
- f. Post project, the City will integrate the manhole inspection data into the City's GIS and Asset Management system. It is expected that the selected firm provide up to 8 hours of GIS support to help facilitate this process by answering questions and providing basic assistance.

#### 5. Project Reports

- a. Manhole Rehabilitation Recommendations. The City of Myrtle Beach requires that an external document that lists every manhole and states the recommended method of rehabilitation method, if any is deemed to be necessary, be provided at project conclusion. Being that some manholes will likely be in a state such that maintenance or structural deficiencies exist, City of Myrtle Beach staff require that the steps necessary to rehabilitate the manhole to an acceptable condition be outlined. The Condition Assessment Report should provide explanations and further details as to the reasoning behind each recommendation. The Manhole Rehabilitation Recommendations shall be performed and approved by a licensed engineer in the state of South Carolina.
- b. Condition Assessment Report. It is the intention of the City of Myrtle Beach to obtain a simple and straight forward overall project summary including any necessary further discussion on the infrastructure rehabilitation recommendations. This report should be all-inclusive with the intention that City of Myrtle Beach management and council staff

could gain a better understanding of the project results and utilize this information for future construction projects, if City of Myrtle Beach staff decide to do so. Specific discussion should be included regarding the reasoning and priority of rehabilitation method. This report shall include budget estimates of the recommended rehabilitations. Alternative and/or potential cost saving measures should be discussed - if any exist. The Condition Assessment Report shall be written and approved by a licensed engineer in the state of South Carolina.

- c. **Post Project Meeting.** A cumulative project summary in-person meeting will be scheduled roughly one week after submitting the CAR and rehabilitation recommendations to provide an opportunity for City of Myrtle Beach staff to ask questions, better understand the project results, and plan for future maintenance and operating actions.

All plans, specifications, designs and graphics prepared under the terms of the Agreement with the City shall be delivered to the city and shall become property of the City. Other work not required by the City of Myrtle Beach, such as notes, sketches, charts, computations, and other data shall be available upon request to the City without restrictions or limitations.

### **Assignment of work**

All work shall be performed under the direction of a licensed professional engineer registered with the State of South Carolina. No subcontractors shall be utilized without prior authorization by the City. When services are being requested, the City will issue a letter for proposal to one firm under a master agreement. The proposal shall include project understanding, fee rates for the completion of services, proposed methods, hours to be spent on services, and a schedule including the time needed to complete the project. The City will review the proposal and will award the executed supplemental agreement, which will initiate the work to commence. Any changes in the schedule must have prior authorization by the City's Public Works staff. The final payment will be paid when all project components are complete and the City has received all essential documents.

### **RFP Format**

All Statements of Proposal submitted must follow the same format. The aim of the required format is to simplify the Statement of Proposal preparation and evaluation processes and to ensure that all are received the same orderly review.

### **Proposal Submissions**

Proposals should be prepared in a timely and economical manner, providing a straightforward, concise description of the firms' ability to meet each individual requirements of the RFP. Information must be submitted as requested, in the order listed below. If the Proposer fails to provide the requested information, the Proposal may be deemed non-responsive and may not be further considered. All statement of Proposal must include the following components:

- 1 Cover Letter
- 2 Project Team
- 3 Professional Accomplishments, Experience and References
- 4 Technical Approaches
- 5 Submittal of Statement
- 6 Additional Information

## Roll of Fee Proposal

Following successful negotiations with the top-ranked firm, during which proposed fees can be adjusted, the Firm contractual fee will be the amount established by and agreed to by both parties. That is the full amount due to the firm as compensation for any and all expenses of the project, not as a Cost of the Work. Provided that the firm performs all the requirements of the contract documents with the time limits established. The term of the contract will be for a period of one (1) year with an option to renew for two (2) additional one (1) year terms providing both parties agree and terms and conditions remain the same.

## RFP Components

- 1. Cover Letter** Provide a one or two-page cover letter. Provide a summary of the statement and demonstrate the firms understanding of the tasks including general approach for scope of services provided in this RFP. Include an introduction to the firm as well as the year firm was established, former names of firm (if applicable), The type of ownership and parent company, if applicable, a contact person's name, phone number, email address, and mailing address.
- 2. Project Team** Identify key project team members and describe their role in the project and related experience. This section shall include the following information: List any individuals that will participate on this agreement, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses and certificates. If the firm wishes to use sub-consultants not specified in this statement, prior written approval must be received from the City. The City may provide the approval after review of the proposal(s).
- 3. Professional Accomplishments, Experience and References** Provide a list of similar sewer system inspection and evaluation projects conducted by your firm. For up to three (3) relevant projects, (at least two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to the services that the City of Myrtle Beach is requesting. For each project provided as a reference, include the name / contact information of the client organization and client project manager.
- 4. Project Approach** Provide typical work plans for project approach based upon scope of services. Provide an organizational chart of the Proposer's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants. Provide and describe location of project teams' office(s) to be utilized for this agreement.
- 5. Submittal of Statement**
  - a.** Submit two (2) signed hard copies and one (1) electronic copy on a thumb drive of your entire statement in a sealed envelope. Submit statement to:

City of Myrtle Beach  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29578  
Attention: Ruth Garigen, Buyer

Statements must be submitted prior to 4:00 PM, Monday September 27<sup>th</sup>, 2021.

- 6. Additional Information** At your discretion, include additional information that supports your RFP. However, choose the additional information carefully, because this section of the RFP should not constitute the bulk of your submission.
- 7. Information and Inquiries.** Should a submitting firm require clarifications to this RFP, The Firm shall notify City Staff listed below in writing or email no later than 4:00 PM on Thursday, September 16<sup>th</sup>, 2021. Should it be found that the point in questions is not clearly and fully set forth in the RFP, The City may issue a written addendum clarifying the matter up to seven (7) days prior to RFP submission date by 4:00

PM. Substantive changes to the requirements will be made by written addendum to this RFP. Any written addenda issue pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City shall not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instruction. For further information, please contact: Ruth Garigen, Buyer; (843) 918-2173; [RGarigen@cityofmyrtlebeach.com](mailto:RGarigen@cityofmyrtlebeach.com)

### Evaluation / Selection Criteria

The evaluation of proposal submissions will be in accordance with the City of Myrtle Beach Procurement Regulation and this Request for Proposal. The evaluation process shall determine the qualifications, interest, and availability to provide relevant services as requested. Staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by the staff, informal interviews and/or presentations may be conducted, at the discretion of the City, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the criteria below. The contract(s) will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. There may be interviews from the top firms. Statement will be reviewed by select staff members and authorized representatives. The review committee will score each of the following criteria on a scale of 1-5, which will be multiplied by the weighted values, with 1 being below average and 5 being exceptional. It is the intention of the evaluation team to select the firm most qualified to provide the services as indicated herein. Staff will rate statements as seen in the following criteria used to evaluate the proposal.

Criteria	Weight Factor	Rating (1-5)	Weighted Rating
Understanding of RFP Request	0.05		
Appropriateness and Acceptability of Approach, Work plan, Ability to develop proposals and attention to details.	0.10		
Available equipment for prescribed work and ability to execute work in all conditions (off road)	0.15		
Qualifications of the firm and assigned staff	0.20		
Past projects similar in size and scope, including field assessment and engineering evaluations	0.20		
Previous local work history	0.20		
Meeting Availability	0.10		
<b>Total Score</b>			
Comments			